

**AmeriCorps Service Position Description
Community Food Bank of Southern Arizona
2014-15**

Position Title – Garden Program Assistant

Reports to – Melissa Mundt, Garden Program Manager

Location – 3003 S Country Club Rd, Pima County, Tucson, Arizona

Position Primary Function & Purpose- The Garden Program of the Community Food Bank of Southern Arizona believes the community has the power to create a healthy, abundant local food system. By building and sharing resources, skills and knowledge, we can grow leaders, partners and stewards of food cultivation and our desert ecosystem. Together we build a resilient, diverse and sustainable region that meets our needs and heals and respects people and the earth.

The Garden Program maintains a demonstration garden, teaches free garden workshops, installs home gardens for low income families and provides free and low cost compost, seeds and seedlings for families to begin to grow some of their own food.

Major Responsibilities and Duties: AmeriCorps member's time will be spent participating in all aspects of this work and in particular assist in the following areas:
Demonstration Garden (50%)

- Planting, harvesting, composting, preparing garden beds, and general maintenance
- Greenhouse: planting, transplanting, watering, thinning
- Assisting visitors and volunteers with information and materials

Home Gardens (25%)

- Help dig and install new gardens at family's homes including fencing, irrigation, planting and compost systems.
- Assist with organizing events for home gardeners

Office and Seed Library (25%)

- Packaging and organizing saved seeds for distribution to community
- Adminstrating and compiling participant surveys for program assessment
- Program outreach and promotion, help designing flyers, making copies, tabling at community events
- Other fun garden related tasks as needed

Service Term – This AmeriCorps member will be half-time (900 hours total) and are committed to from September, 2014 to August, 2015. This commitment will require roughly 20 hours per week.

Stipend - The member will receive a living allowance and Segal Educational Award for their service. The time served will be flexible to allow the member to attend school, take exams, observe holidays/permitted absences and attend professional development training opportunities. The Member may utilize up to 20% of all hours for professional development and training.

Minimum Qualifications – The Member must be age 18 or older and hold a high school degree.

Desired skills:

- Able to work effectively with little supervision
- Excellent organizational skills
- Ability to comfortably lift up to 40 pounds repeatedly
- Ability to work with people with diverse economic, social and political backgrounds
- A team player with a good sense of humor
- Ability to work with community members respectfully and with patience

Essential Functions – Expectations for the AmeriCorps member is that they will perform the duties listed above with professionalism, excitement and eagerness to make happy, healthy impacts on the lives of Pima County families. In exchange for service, the intern will receive a living allowance, a Segal Scholarship, a chance to provide service, serve as a proud AmeriCorps member, strengthen Pima County communities and therefore build the capacity of the organization. Communication lines between the supervisor and the Member are available, as well as, materials and supplies to perform all job duties as assigned. Service as an AmeriCorps volunteer will heighten the member's opportunities for future employment and understanding of the youth development profession as they are mentored by full-time professionals in the field.

Inclusion Statement – As an equal opportunity and affirmative action employer, the University of Arizona recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds. M/W/D/V.